### APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on co 30334. Phone - (404) (		contact DHR Records N 221-4983	lanagement Uni	t, 47 Trinity Avenue,	Atlanta, Georgia
DHR	1. GEORGIA DEPA	ARTMENT OF HUMAN RES	OURCES	ARCHIVE	ES AND HISTORY
Application Date	<del>_</del>	Financial Service		Application Number	
8/24/82	Public Assistance Unit 47 Trinity Ave. S.W Room 503-S		75-269-A		
Application Number	Atlanta, G		E 202-2	Date Received	Date Completed
82-42	Acteura,		=	AUG 3 1 1982	001 2 2 1982
2. Person to Contact		ΛÁ	orking Title		Telephone Number
Nancy Howell		Sv	pervisor.		6 <u>56-4373</u>
3. Action Requested	· · · · · · · · · · · · · · · · · · ·		Change R	etention Period	
a. Destablish Retention Sched	•		_	ile Arrangement	
b. Dispose of present accumulation No.	lation; no further acc 75-269	umulation anticipated. Check One: 🔀 Ch		ist of Inclusion reade; □ Void	ve Materials
4. Dates of Series	5 Records Series T	itle <i>(followed by title used i</i>	office: if differen	nt)	
Earliest Latest		1.1. (	1		
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6. Division and Office Function	PUDITE ASS	istance Bank Cre	Office in which	his record series is created	<del>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</del>
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7. Records Series Description	This file contains the	following documents (include	le form numbers a	nd tities, if any): Attacl	h samples of the file.
Documents relating to:			·**		
Documents relating to.					
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included are: stop paym and DFCS Offices re acknowledgement le documents.	equesting aff	idavit from welf	are recipi	ent; copy of or	riginal check,
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File is arranged: chronolo	gically by mo	onth; thereunder,	by county	case number	
		•			
8. Monthly Reference Rate	How often	are records referred to which	n are:	المعاول المستحدد المس	
One to six months old twenty-five months and older	; Seven to tv	velve months old	; Thirteen to		
9. Annual Rate of Accumulation o		»			
Letter-size drawers	; Legel-size drav	vers; Shetves		; Other (Specify)	

Form 4998 (7-78)

(Over)

Concy of Howell  8/24/82 Paul (Murphy), 8/24/82  State Records Committee (Signature)  Date  State Auditor/Designee  State Auditor/Designee  State Auditor/Designee  Wand Weldon  Attorney General/Designee  Attorney General/Designee	YES NO 10. Questionnaire	Place an "X" in the proper colum	nn)	
b. Does the series contain confidential information requiring security handling? If yes, dies law or regulation.  c. Is this a visal record?  d. Ones this series have historical or long term research value?  s. When one or two documents in the file make it necessary to keep the antite file for a long particul, could these documents by philodized spacialy?  g. It is the information contained in this write ever published? If yes, estable copy.  J. It is information contained in this write ever published? If yes, estable copy.  J. It is information contained in this write ever published? If yes, estable copy.  J. It is information contained in this write ever rathyzed and/or 'nec\delta did in submarized report?  J. It is information contained in this write ever rathyzed and/or 'nec\delta did in submarized report?  J. It is the information contained in this write ever rathyzed and/or 'nec\delta did in submarized report?  J. It is the information contained in this write in every record the or agency?  J. It is submarized to serve the serve the serve to be kept:  J. It is submarized to serve the serve to be kept:  J. It is the information of the serve the serve to be kept:  J. It is the serve to delta the serve the serve to be kept:  J. It is the serve to delta the serve the serve to be kept:  J. It is the serve to delta the serve the serve to be kept:  J. It is the serve to delta the serve the serve to be kept:  J. It is the serve to delta the serve the serve to be kept:  J. It is the serve to delta the serve the serve to be kept:  J. It is the	a. Is this the officia	l copy of the series?		A Company of the Comp
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d. Does this series have historical or long term research value?  e. What one or two documents in the file make it recogany to been the make it for a long period, could these documents be sphedulated sparatisty?  i. Is the information contrained in this series ever publishad? If yes, attach copy.  d. Is the information contrained in this series ever publishad? If yes, attach copy.  h. Is the series contrained in this series ever publishad? If yes, attach copy.  1. It was aduplication of this series in your office, or in another office or sepand?  1. It is this series for a major portion of III regularly microfillined?  1. It is this series for a major portion of III regularly microfillined?  1. It is this series for a major portion of III regularly microfillined?  1. Poor this record enter result in a computer printion!?  Retention Recurrentified:  2. The following requires the series to be kept:  a. State Law?  Administrative need.  Administrative need.  Administrative need.  Administrative need.  Administrative law.  Administrative law.  Administrative need.  Administrative law.  Ad				· · · · · · · · · · · · · · · · · · ·
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b. Status of limitation			owing requires the series to be kept.	
b. Statute of limitation years. c. Federal law years. f. Federal retention instructions years. Attach copy or excerpt of levs or regulations. Explain administrative need. Administratively, these files are necessary to document payments made for public assistance.  Approved Disposition Instructions  This agency recommends that the file series be cut off at the end of each:  Catendar Year; Fiscal Year; Other  wear(s); then Transfer to local holding area; hold year(s); then Transfer to State Archives for permanent retention.  These instructions apply to all prior and future accumulations of the series.  These instructions apply to all prior and future accumulations of the series.  State Auditor/Designee  State Auditor/Designee  State Auditor/Designee  State Auditor/Designee  State Auditor/Designee  State Auditor/Designee  Attorney General/Designee  Attorney General/Designee  Attorney General/Designee  Secretary of State/Designee  Secretary of State/Designee  Secretary of State/Designee  Warney Warney  Attorney General/Designee  Warney Warney  Attorney General/Designee  Secretary of State/Designee  Warney Warney  Attorney General/Designee  Attorney General/Designee  Attorney General/Designee  Warney Warney  Attorney General/Designee  Warney Warney  Attorney General/Designee  Attorney General/Designee  Warney Warney  Attorney General/Designee  Warney Warney  Attorney General/Designee  Attorney General/Designee  Attorney General/Designee	a. State Law	Te de de la vesta.	d. Audit period and and	years.
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State Auditor/Designee  Attorney General/Designee  Attorney General/Designee	Many & Hou	ul 8/24/8;	2 Paul J. Murphy	8/24/82
State Auditor/Designee    State Auditor/Designee   State Auditor/Designee   State Auditor/Designee   Secretary of State/Designee   Secretary of Secretary of State/Designee   Secretary of Secretary of Secretary of Sec			State Records Committee (Signature)	Date
(disapproved, attach letter f explanation.)  Secretary of State/Designee  Attorney General/Designee  Garage  G	Recommendations in paragraph			9 11 00
Attorney General/Designee 400000000000000000000000000000000000	2 are approved. If disapproved, attach letter	State Auditor/Designee	frank June	1-17-1
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	of explanation.)	Secretary of State/Designee	Edward Weldon	9-3-82
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STATE

### Application for RECORDS DISPOSITION STANDARD

PACE

	OF CIRCLY	
Application late	INCOM See separate instructions for completion of	FOR RECOMDU MANAGEMENT DIVISION UFF
16 31-75	front and reverse of this form. Sign original and two copies	Date Received - Application No. Date Complete!
5 Agency Appifiation 9	and forward to Pepartment of Archives and History, Attention	10V 1 9 1975 75-269 DEC 1 6 1975
DHR-19	Tecordo Hanngament officer.	
Department of Hi	uman Resources	Person to contact
Division of Admi Public Assistant	inistration	Nancy Howell
47 Trinity Avenu	ue Room 501-H	5. Working Title 6. tel #
Atlanta (a. 30		Staff Supervisor 656-4485

T.ACTION REQUESTED

ESTABL	ISH DISPOSI	TION STANDARD;		DISPOSE OF	PRESENT ACCU	MULATION;
PECORD	WILL CONTI	TION STANDARD; NUE TO ACCUMULAT	E. L	NO FURTHER	ACCUMULATION	ANTICIPATE:

3.Earliest & Latest Dates of Series 1974 - Present

Public Assistance Bank Credit Files

9. What is the function of the office in which this record series is created?

9. Exact Series Title

The Division of Administration is responsible for providing administrative support to the Department. This includes general accounting services; budget development and management; general support services; data processing and management information systems; patient accounts services: and personnel services.

Accounting Benefits Payments - responsible for processing payments for benefits and services subsections are Medicaid-Nursing Homes, Medicaid-Other Expenses, Vocational Rehabilitation, Assistance Payments, and other benefits (Crippled Children, Cancer, Sterilization, Mat-Pak, Foster Homes, Cuban Refugees, etc.).

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the recovery of public assistance funds from banks who have made unauthorized payment of public assistance checks.

Included but not limited to are, stop payment request to bank, correspondence between Public Assistance Office and County FCS Offices requesting affidavit from welfare recipient, affidavit signed by welfare recipient stating that he or she had not cashed or authorized cashing of public: assistance check, copy and original check, acknowledgement letter from bank stating bank credit or refund if applicable and related documents.

Files are arranged chronologically by year and month.

#### ATTACH SAMPLES OF THE FILE

12.	EQUIPMENT OCCUPIES	hn of Drovers	Cu. Ft. of Aecords		Do. of	Dravers	ću. Pt. o	r Recordii
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	·				This Year's	ibe! Year's	Freneding Year's	A P. 1
				AVERAGE DATLY REFERENCES	10	5	1	1

	PAGE	
QUESTIONNAIRE Proce on "a" in the proper column of answer to "YES," please explain	YES	NO
13. Is this the Record Copy of the series?	[x]	[]
14. Is there a duplication of this series in another office or agency?	[]	[x]
15. Is the information contained in this series ever summarized or published?  Attach copy of summary or publication.	[ ]	[x]
16. Does the series contain classified information requiring security handling?	[]	[x]
17. Does the series initiate, amend or terminate agency policies and procedures?	[]	[x]
18. Could the function be performed if the files were lost or destroyed?	[x]	[ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[ ]	[x]
20. Does the record series provide data as input to an EDP file?	[ ]	[x]
21. Does the record series contain documentation produced as EDP printout?	[]	[x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	[ ]	[x]
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[]	[x]
24. REQUIREMENTS. The following requires the files to be kept 3 years:  a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.[MADMINISTRATIVE f.[]HIST LAW LIMITATION PERIOD LAW DECISION VAL (Cite Law, Statute, or other reason for the retention requirement)  Reference Experience		
Reference Experience		
	t the e	end
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off a of each -[]CALENDAR YEAR -[]FISCAL YEAR -[]OTHER		
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12-10-75

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## Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MADAGENEST DIVISION

PAGE
1

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	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management of finer.		o. Date Completed
DHR-19 Department of Human R Division of Administra Public Assistance Con	esources	Nancy Howell	
47 Trinity Avenue, Ro Atlanta, Ga. 30334	om 501-H	Staff Supervisor	6 - Tex. Who. 656-4485
in l	· · · · · · · · · · · · · · · · · · ·	OSE OF PRESENT ACCUUNTHER ACCUMULATION	
8.Earliest & Latest Dates of Series 1974 - Present	9 Exact Series Title Public Assistance Bank Credit Files		ara di salah s
	of the office in which this record s		t to the

Department. This includes general accounting services; budget development and management; general support services; data processing and management information systems; patient accounts services; and personnel services.

Accounting Benefits Payments - responsible for processing payments for benefits and services --

Subsections are Medicaid-Nursing Homes, Medicaid-Other Expenses, Vocational Rehabilitation, Assistance Payments, and other benefits (Crippled Children, Cancer, Sterilization, Mat-Pak, Foster Homes, Cuban Refugees, etc.).

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the recovery of public assistance funds from banks who have made unauthorized payment of public assistance checks.

Included but not limited to are, stop payment request to bank, correspondence between Public Assistance Office and County FCS Offices requesting affidavit from welfare recipient, affidavit signed by welfare recipient stating that he or she had not cashed or authorized cashing of public assistance check, copy and original check, acknowledgement letter from bank stating bank credit or refund if applicable and related documents.

Files are arranged chronologically by year and month.

### ATTACH SAMPLES OF THE FILE

12. едитрывит оссиртви	No. of Drawers	Cu. Ft. of Records	gic	No. of	Drawers	Cu. Ft. o	f Records
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	F., .:	and the desired section of the secti	AVERAGE DAILY REFERENCES	10	5	1	1

P	AC.F	9

QUESTIONNAIRE Place on "x" in the proper column. If answer is "MES," please explain	YES NO
13. Is this the Record Copy of the series?	[x] [x]
14. Is there a duplication of this series in another office or agency?	[ ] [x]
15. Is the information contained in this series ever summarized or published?  Attach copy of summary or publication.  16. Does the series contain classified information requiring security handling?	[ ] [x]
17. Does the series initiate, amend or terminate agency policies and procedures?	[ ] [x]
18. Could the function be performed if the files were lost or destroyed?	[x] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[x] [x]
20. Does the record series provide data as input to an EDP file?	[ ] [x]
21. Does the record series contain documentation produced as EDP printout?	[ ] +[x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	[][x]
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[:] [x]
24. REQUIREMENTS. The following requires the files to be kept 5 years:	
a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.[MADMINISTRATIVE f.[]HISTO LAW DECISION VALUE (Cite Law, Statute, or other reason for the retention requirement)	
Based on previous reference experience concerning prosecution of fraud, balancing bank statements, etc.	
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at of each - CALENDAR YEAR -[]FISCAL YEAR -[]OTHER	the end _,then:
[x] Hold in the current files areamonth(s)/_ 2 year(s): [x] Transfer to [x] State Records Center [ ] Local Holding Area; hold 3 year(s) [x] Destroy.	s):
[ ] Transfer to State Archives for permanent retention. [ ] Destroy immediately after cut-off.	
[ ] Other: (Specify)	
maintained according to standard #73-477-A, Public Assistance Cancelled Check Files.	t De .
(Indicate briefly rationale for recommendations above/or write additional remark	(s):
Records Management Officen (Signature) Date  Wilhem J. M. Dunilo RM9 11-10-75 OTHER REQUIRED SIGNATURES	DATE
26. Recommendations Agency Head/Designee in paragraph 25 [X] Approved [ ] Disapproved Mancy Howell	1/10/75
are:  State Auditor/Designee  [ ] Approved [ ] Disapproved	12-11-75
STATE RECORDS Secretary of State/Designee  COMMITTEE [ Approved [ ] Disapproved Canal Har	12-14-75
Attorney General/Designee [[]Approved [] Disapproved [] [] Disapproved [] [] Disapproved [] [] [] [] [] [] [] [] [] [] [] [] []	12-1275
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